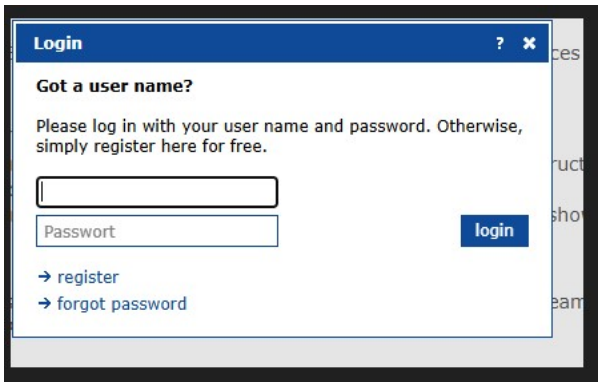
I understand how urgent it is for You to complete Your order. Below You will find a step-by-step guide to help You register and access the BECO Webshop successfully — based on the issues You described, and the screenshots attached.

- **Step 1: Do You need to register?**

1. If You are the main exhibitor, your account might already exist, and You should have received login data via email.
2. If You are a co-exhibitor, agency, or stand builder, you must register manually.



- **Step 2: Register your account**

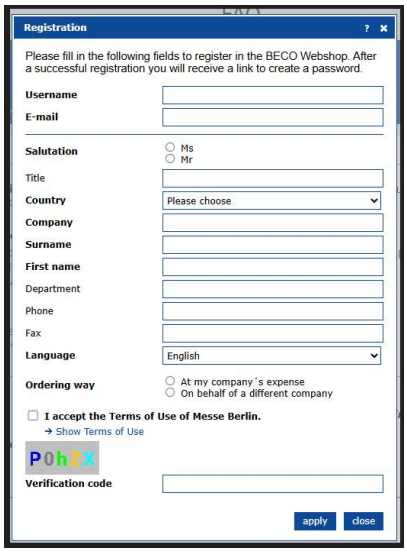
1. Please go to the BECO-Webshop login page and click on **"register"**.

*Fill in the registration form completely. Make sure to:

- Enter the correct E-Mail address
- Select the correct ordering option
- Accept the terms

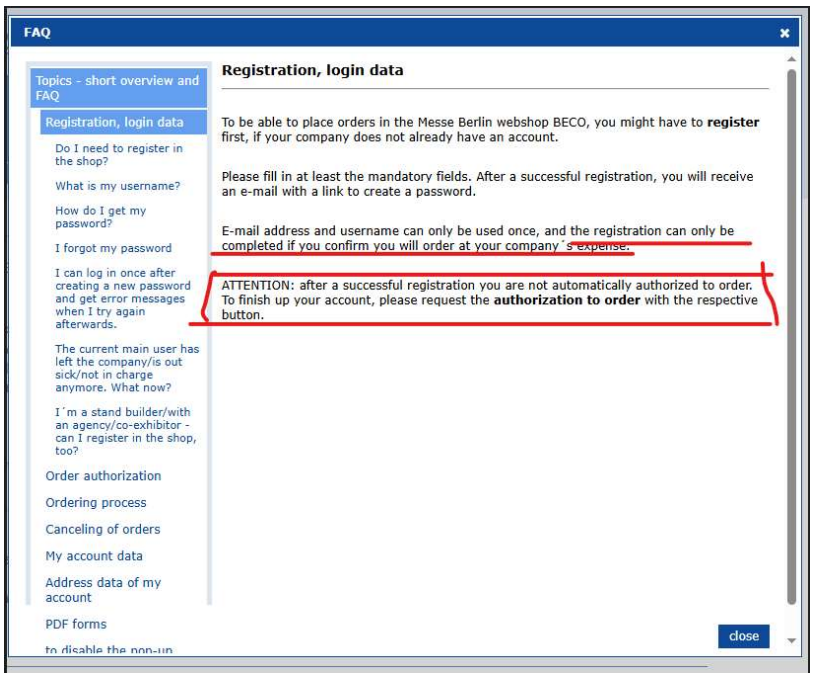
2. You will then receive a **confirmation email** with a link to create Your password.

- If You don't receive this email, please also check Your **junk/spam folder**



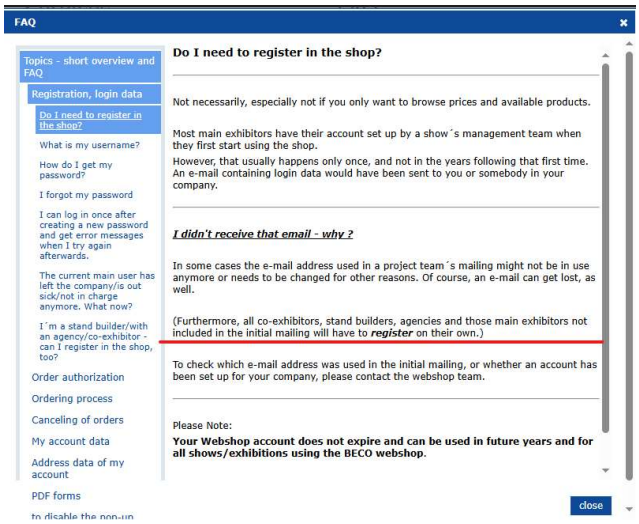
- **Step 3: Login with Your credentials**

1. After registration, use Your **username and password** to log in.



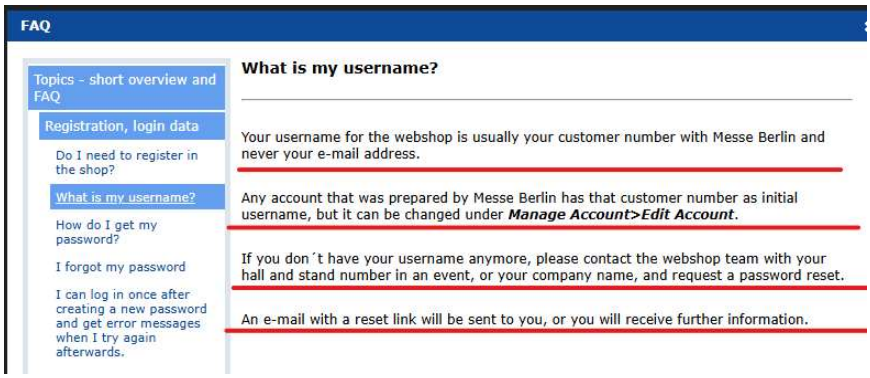
- **Step 4: Order Authorization Required**

1. After logging in, you'll need to **request the order authorization**.
2. This step is necessary to be able to place orders.
3. Once Messe Berlin has checked Your details, you will receive a confirmation email.



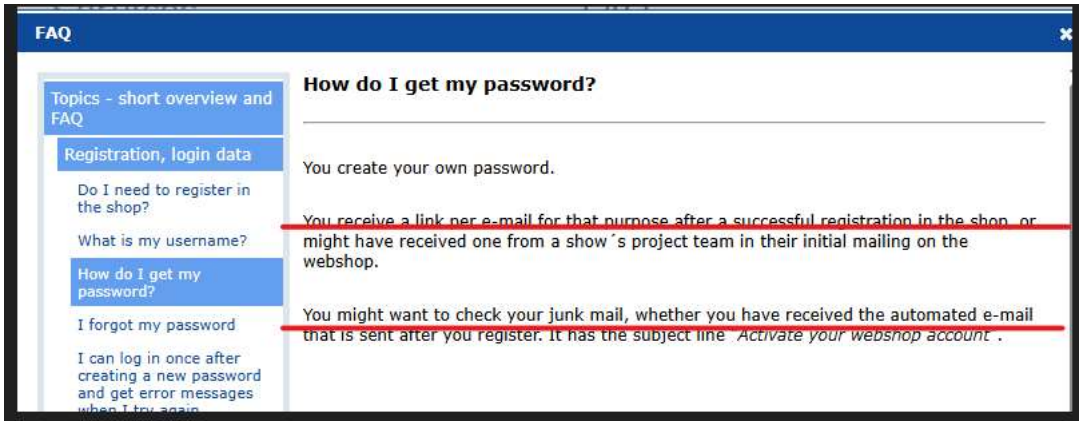
- **Step 5: Special case – Co-orderer login expired**

1. If You previously had access via a **co-orderer login**, it might have expired.
2. In this case, the main account holder must **extend Your validity period** under *Manage Account* > *Co-orderers*.



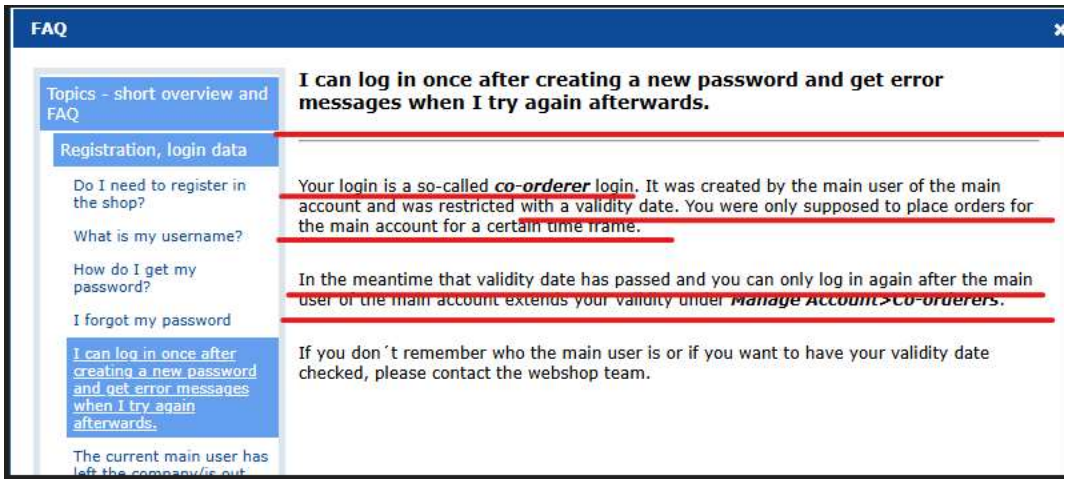
- **Step 6: Set your password.**

    1. You set your own password. To do this, you will receive a link.
    2. Remember to check your spam folder.



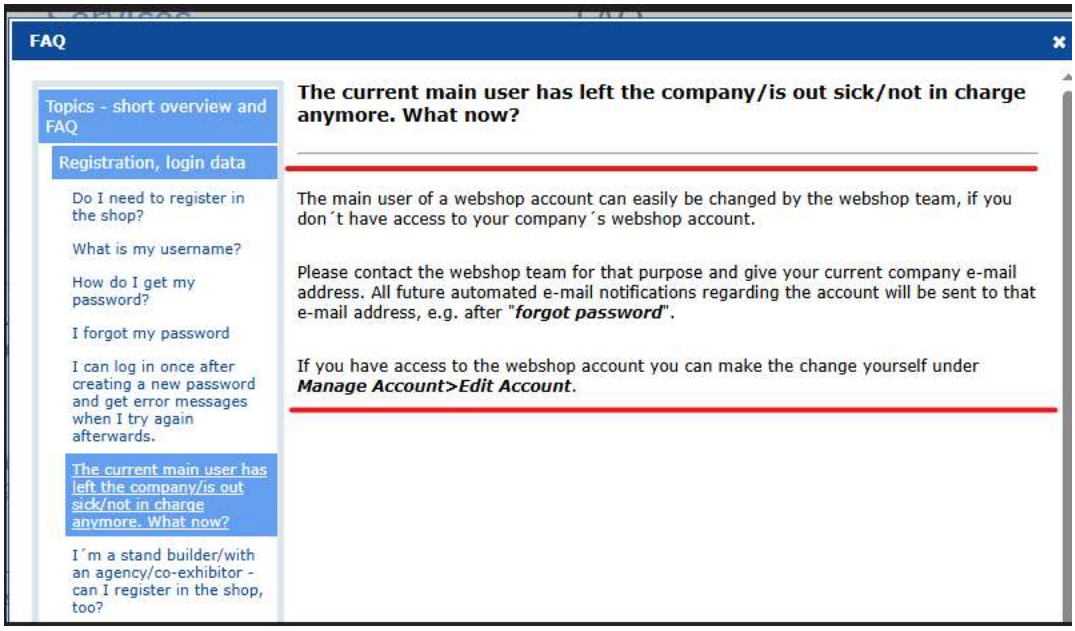
- **Step 7: Check if your login is linked to a main profile.**

    1. In this case, your co-orderer profile may no longer be valid.
    2. Your company needs to extend the validity of your profile.



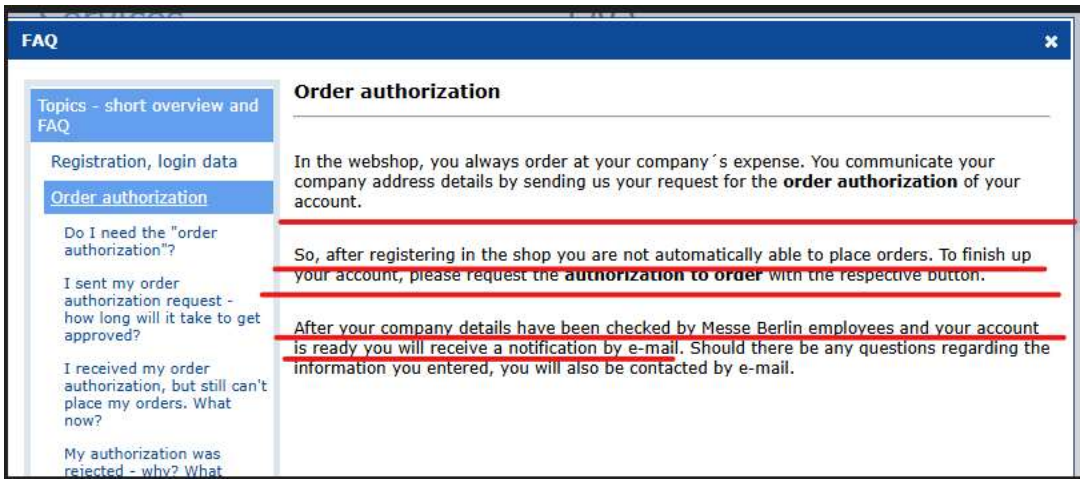
- **Step 8: You changed company.**

    1. If you now work for a different company, your co-orderer data needs to be transferred to the new profile.



- **Step 9: Order confirmation**

    1. After registering, you must request authorization in order to place orders.
    2. The profile registration alone is not sufficient to place orders.



I hope the step-by-step guide was helpful for You.
If You still experience any issues, we can go through the process together by phone.
Wishing You a great day!

Best Regards,